

AGENDA

South Australian Local Government Financial Management Group Executive Committee

30 July 2021

At 9:30am – Via Zoom Virtual Conferencing

1. Present

Executive Committee: Office Bearers:

- Elizabeth Williams (President), Alexandrina Council
- Alexander Oulianoff (Vice President), Mount Barker District Council
- David Harman (Treasurer), City of Marion
- Clive Hempel (Secretary), Mid Murray Council

Members:

- Annette Martin, City of Charles Sturt
- Chris Birch, City of Prospect
- Grant Jennings, Whyalla City Council
- Karishma Reynolds, City of Burnside
- Kate George, City of Salisbury
- Kellie-Knight Stacey, City of Victor Harbor
- Kevin Carter, City of Onkaparinga
- Luke Harris, City of Mitcham
- Mark Lague, The Barossa Council
- Mike Carey, Adelaide Hills Council
- Rajith Udugampola, Adelaide Plains Council
- Rebecca Baines, City of Tea Tree Gully
- Samantha Grieve, City of Playford
- Simon Zbierski, City of Campbelltown

Proxies:

Nil

Observers/Guests:

- David Whiterod
- Alex Hart
- Rebecca Muller, LGA
- Alex Brown, City of Unley
- Morgan Kris, City of Unley

Secretariat:

- Patricia Coonan, TPS

It is important to note that on occasion it may be necessary for the Executive Committee to discuss an item in confidence and in those circumstances, observers and guests will be asked to leave the room for that item.

2. Apologies

Nil

3. Presentations

3.1 9:30am: Alex Hart and David Whiterod

4. Confirmation of Minutes

Recommendation: That the minutes of the meeting held on 25 June 2021 be confirmed as a true and correct record.

5. Projects/Work Groups – Update/Status

5.1 Asset Management – Annette Martin (Chairperson), David Harman (Deputy Chairperson)

5.2 Costing Principles – Alex Oulianoff (Chairperson), Mark Lague (Deputy Chairperson)

5.3 Events & Membership – Elizabeth Williams (Chairperson), Alex Oulianoff (Deputy Chairperson)

5.3.1 Membership Fees

Recommendation: That the SALGFMG Executive Committee recommends to the Annual General Meeting that no changes be made to the Membership Fees for 2021/22.

Events and Membership			
Action Items	Meeting	Responsible	Status
Prepare an email for review of the President to be emailed to all on the Buddy List outlining the Buddy Program and any upcoming events.	28/02/20	Secretariat	

5.4 Fees and Charges – Elizabeth Williams (Chairperson), Clive Hempel (Deputy Chairperson)

5.5 Financial Management Framework – Mark Lague (Chairperson), Clive Hempel (Deputy Chairperson)

5.6 Fines Enforcement Recovery Unit – Annette Martin (Primary Contact)

5.7 Local Government Price Index – Chris Birch (Chairperson), Michael Carey (Deputy Chairperson)

Local Government Price Index			
Action Items	Meeting	Responsible	Status
Work on a set of definitions for data that feeds into the LGPI and supply it to the Grants Commission for their consideration.	21/09/18	LGPI Workgroup	The workgroup is discussing the six issues put forward. The Commission is doing a lot of work on data validation.
Contact the Grants Commission to see if there is a guide for the return for how the administration allocations are being entered (operating expenses section). It would be valuable to have a consistent approach to provide to the Grants Commission.	25/10/19	LGPI Workgroup	Chris will discuss this with Peter Ilee.

Local Government Price Index			
Action Items	Meeting	Responsible	Status
Further follow up around a review of the Purpose Function Codes.	25/06/21	LGPI Workgroup	

5.8 Local Government Reform – Elizabeth Williams (Chairperson), Kate George (Deputy Chairperson)

5.9 Long Term Financial Plan – Kate George (Chairperson), Samantha Grieve (Deputy Chairperson)

Long Term Financial Plan			
Action Items	Meeting	Responsible	Status
Speak with LG Solutions regarding updates to the instructions for the model per the latest updates made.	29/05/20	Kate George	In progress.

5.10 Marketing & Communications – David Harman (Chairperson), Kevin Carter (Deputy Chairperson)

Marketing and Communications			
Action Items	Meeting	Responsible	Status
Investigate the need for a formal quarterly newsletter and discuss alternatives i.e. regular 'Focus on Finance Member Update', information with links that can be sent in a regular email including sponsor articles.	28/05/21	Workgroup	

5.11 Planning Portal – Clive Hempel and Samantha Grieve (Primary Contacts)

Planning Portal			
Action Items	Meeting	Responsible	Status
<p>Outstanding issue with PlanSA regarding to the Planning Portal:</p> <ol style="list-style-type: none"> 1. Required enhancement present reconciliation process of the PlanSA EFT Remittance payments received by Councils. 2. Only method of on-line payment being Credit Card (BPay, Direct Debit – as per other Government payments eg ESL), requiring Council to by default be the only other method of payment. 3. Confirmation required from PlanSA that they have either received a ruling or legal advice in regards to all the present GST treatment of the Planning Portal fees. 	25/06/21	Workgroup	

5.12 Rating and Valuation – Simon Zbierski (Chairperson), Luke Harris (Deputy Chairperson)

Rating and Valuation			
Action Items	Meeting	Responsible	Status
Adopting rate growth throughout the year rather than waiting until the end of the year.	24/04/20	Simon Zbierski	Discussed with RPSA

5.13 Student Placement Program

5.14 Purpose Code Data

6. Treasurer's Report

A draft profit and loss statement to 30 June 2021 is provided for discussion.

Recommendation: *That the SALGFMG Executive Committee notes the report.*

6.1 Appointment of Auditor

Recommendation: *That the SALGFMG Executive Committee recommends to the Annual General Meeting that Ian McDonald be provided with a letter of engagement as Auditor of the SA Local Government Financial Management Group for the 2020/21 financial year.*

Finance			
Action Items	Meeting	Responsible	Status
Organise for the Executive Committee Office Bearers to be signatories on the NAB account.	25/09/20	Treasurer	Forms have been signed and to be submitted to NAB.

7. Other Business

7.1 Constitution Review

Recommendation: *That the SALGFMG Executive Committee recommends to the Annual General Meeting that the Constitution be adopted as amended.*

7.2 AASB – Measurement of Non Cash Generating Assets (Annette Martin)

Other Business			
Action Items	Meeting	Responsible	Status
LGA Circular regarding the benefits of membership.	25/10/19	Secretariat	Add to newsletter also.
Email proxy details to the Secretariat	25/09/20	All Committee Members	
Put together feedback from the FMG on the Local Government Information Framework.	28/05/21	President	

8. Confidential Discussion Items

Nil

9. Next Meeting

27 August 2021

10. Close

Standing and Future Items	Meeting	Frequency
Presentation from the Local Government Grants Commission	April	Annually
Sponsorship Proposal for the next financial year	April/May	Annually
AGM Matters and Recommendations: <ul style="list-style-type: none"> • Constitution Draft • Membership Guidelines Draft for adoption • Membership Fees Recommendation to AGM • Honorary & Life Member Nominations • Auditor Approach Recommendation • Executive Committee Nominations 	June	Annually
<ul style="list-style-type: none"> • Davin Lambert – LGFA update • Constitution Recommendation to AGM • Auditor Appointment Recommendation to AGM • Honorary & Life Member Recommendation 	July	Annually
<ul style="list-style-type: none"> • New Committee Members • Workgroup allocations • Proxy/Deputy Chairperson for each of the Workgroups and Executive Committee meetings • Meeting dates for next 12 months • Event registration fees for the financial year 	September	Annually
<ul style="list-style-type: none"> • Buddy List 	October	Annually

For further information regarding topics raised at the FMG Executive Committee meetings, please see contact details below:

FMG President, Elizabeth Williams: elizabeth.williams@alexandrina.sa.gov.au

- Asset Management Workgroup Chairperson, Annette Martin: amartin@charlessturt.sa.gov.au
- Costing Principles Workgroup Chairperson, Alex Oulianoff: aoulianoff@dcmtbarker.sa.gov.au
- Events & Membership Workgroup Chairperson, Elizabeth Williams: elizabeth.williams@alexandrina.sa.gov.au
- Fees and Charges Workgroup Chairperson, Elizabeth Williams: elizabeth.williams@alexandrina.sa.gov.au
- Financial Management Framework Workgroup Chairperson, Mark Lague: mlague@barossa.sa.gov.au
- Local Government Price Index Workgroup Chairperson, Chris Birch: chris.birch@prospect.sa.gov.au
- Local Government Reform Workgroup Chairperson, Elizabeth Williams: elizabeth.williams@alexandrina.sa.gov.au
- Long Term Financial Plan Workgroup Chairperson, Kate George: kgeorge@salisbury.sa.gov.au
- Marketing & Communications Workgroup Chairperson, David Harman: david.harman@marion.sa.gov.au
- Planning Portal Contacts: Clive Hempel and Samantha Grieve: chempel@mid-murray.sa.gov.au; sgrieve@playford.sa.gov.au
- Rating and Valuation Workgroup Chairperson, Simon Zbierski: szbierski@campbelltown.sa.gov.au